

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC MEMORANDUM
NO. 600-12

29 August 2006

Personnel — General

FLEXIBLE AND CREDIT HOUR WORK SCHEDULE PROGRAM

	<u>Paragraph</u>	<u>Page</u>
Purpose.....	1	1
Scope.....	2	1
Flexible Work Schedule Program.....	3	2
Credit Hour Program.....	4	2
Appendix A. Requesting a Flexible Work Schedule (format)	A-1	
B. Requesting a Credit Hour Work Schedule (format)	B-1	
C. Requesting a Credit Hour Work Schedule (Continuing Schedule format).....	C-1	
D. HQ AMC Form 302-R-E, Credit Hours Daily Sign/Sign Out	D-2	

1. **Purpose.** This memorandum prescribes policies, procedures, and responsibilities for the Flexible and Credit Hour Work Schedule Program.

2. **Scope.** This memorandum applies to all supervisors and non-bargaining unit employees serviced by the Headquarters, Army Materiel Command (HQAMC), Civilian Personnel Advisory Center (CPAC).

3. **Flexible Work Schedule Program.**

a. This program offers the employee the opportunity to request his/her work starting time between 0600-0900. Working a flexible schedule is always subject to prior approval by the employee's supervisor. A request (appendix A) must be made, in writing, to the supervisor at least 5 working days before the beginning of the pay period in which the employee wishes to start working a flexible schedule. A requested schedule may be disapproved if the supervisor determines that it adversely impacts office efficiency or mission accomplishment. If the request is approved, the employee will work for 8 ½ hours from that starting time, which includes a ½ hour lunch period which will be taken as close to the middle of the workday as possible.

b. Temporary adjustments on a day-to-day basis to accommodate special situations such as conferences, meetings, travel, or other emergency changes in work assignments is permitted.

c. When it becomes necessary for the supervisor to exercise his/her right to make a permanent change to the flexible work schedule of an employee, the supervisor will provide a written notification five work days in advance of the directed change.

*This memorandum supersedes AMC-M 600-12, 30 April 1993

4. Credit Hour Program.

a. Employees may work more than the basic work requirements on a given workday or workweek. In this manner, credit hours can be earned to be used in a subsequent pay period.

b. In order to earn credit hours a request must be made, in writing, to the supervisor at least five (5) working days before the beginning of the pay period in which the individual wishes to start working a credit hour program. The request must specify the date and time the employee desires to work (appendix B).

c. Earning credit hours is always subject to prior approval by the employee's supervisor. Supervisors may disapprove a request when the approval would adversely impact office efficiency or mission accomplishment.

d. Supervisors may be denied the opportunity to work a credit hour schedule because of their supervisory duties.

e. Supervisors shall provide a prompt response to employees' requests to participate in the credit hour program.

f. Any request for a change to a plan must be submitted to the supervisor, in writing, five (5) working days prior to the beginning of the pay period in which the change is requested.

g. Supervisors may adjust a credit hour work schedule when the current schedule adversely affects office efficiency, mission accomplishment, or when work assignments are changed. The supervisor should notify the individuals affected, in writing, five (5) working days before the change, if the situation permits.

h. Supervisors may approve a continuing credit hours schedule provided that schedule is in writing (appendix C). Any request for a change to an approved schedule must be submitted to the supervisor, in writing, five (5) working days prior to the beginning of the pay period for which the change is requested.

i. Rules for earning credit hours.

(1) Credit hours must be worked. Leave of any type, may never be substituted for credit hours.

(2) Employees may accumulate up to 24 hours of credit.

(3) Employees may not earn more than 16 credit hours per pay period.

(4) Employees may not earn more than two (2) credit hours per day.

(5) Credit hours will be the first hour(s) worked during the duty day.

(6) The credit hour program must be worked between 0600-1730.

(7) Credit hours can only be earned in one (1) hour increments.

(8) An employee may not carry over more than 24 credit hours from one pay period to the next pay period. Any excess over 24 hours will be lost.

j. Rules for taking credit hours.

(1) Unless the employee is working a continuing credit hour schedule, the procedure for using credit hours will be the same as taking annual leave, except that credit hours may not be used in the same pay period they are earned. Credit hours can be used in 15 minute increments.

(2) Employees may use, subject to supervisory approval, up to 24 credit hours in one pay period, provided none of the hours taken were earned during that pay period.

k. Employees participating in the credit hour program must sign in and out on a daily log. Supervisors may require employees to sign in and out electronically. Employees are not required to sign in and out for lunch periods. Employees who refuse to sign in and out will not be permitted to work the credit hour program.

l. A credit hour work schedule approved by the supervisor is the official work schedule for the employee. Tardiness and unexcused absences (AWOL) may result in the imposition of an appropriate disciplinary action.

m. Establishment of a credit hour schedule will not preclude supervisors from approving an employee's occasional request(s), for fluctuations in the employee's starting/quitting time on a daily basis. For example, when the employee cannot foresee the condition that requires a change in work hours.

n. An employee not present for duty for the entire day credit hours are scheduled cannot be charged more than eight (8) hours of leave. Employees do not have the option to work additional credit hours to make up for the lost opportunity, they must work based on the approved schedule.

o. Supervisors have the option to approve or disapprove a credit hour schedule for an employee on temporary duty (TDY). A credit hour schedule for employees TDY for training is not appropriate.

The proponent of this regulation is G-1, Field Support Division, Headquarters, U.S. Army Materiel Command. Users are invited to send comments and suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Materiel Command, ATTN: (AMCPE-F), 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:

//Signed//
 WILLIAM E. MORTENSEN
 Lieutenant General, USA
 Chief of Staff

DISTRIBUTION:
 H

Appendix A
Sample Flexible Work Schedule Request

OFFICE SYMBOL

DATE

MEMORANDUM FOR Supervisor

SUBJECT: Request for a Flexible Work Schedule

1. Under the provisions of the Flexible Work Schedule Program, request that I be authorized to work the following hours each work day.

FROM

TO

0730

1600

2. I understand that the requested hours, if approved, may be adjusted to meet specified operational requirements as may be deemed necessary. Other changes to my work schedule will be accomplished through normal supervisor/employee arrangements.

EMPLOYEE'S SIGNATURE

OFFICE SYMBOL

FOR EMPLOYEE

1. _____ Approved.

_____ Disapproved, please make arrangements to discuss with me.

2. All of the provisions of AMC-M 600-12 and other pertinent regulations are applicable.

SUPERVISOR'S SIGNATURE

* This request may be submitted electronically.

Encl 1

Appendix B
Sample Credit Hour Request

OFFICE SYMBOL

DATE

MEMORANDUM FOR Supervisor

SUBJECT: Request for a Credit Hour Work Schedule

1. Under the provisions of the Credit Hour Program, request that I be authorized to work Monday – Thursday, 0700-1630, in order to earn four (4) credit hours per week, for a total of eight (8) credit hours earned each pay period. My Friday schedule will be 0700-1530.
2. I understand that I can not accumulate more than 24 credit hours and that I must request to use my earned credit hours in the same manner as I request annual leave. I further understand that if this request is approved, my schedule may be adjusted to meet specific operations requirements as may be deemed necessary.

EMPLOYEE'S SIGNATURE

OFFICE SYMBOL

FOR EMPLOYEE

1. _____ Approved.
_____ Disapproved, please make arrangements to discuss with me.
2. All of the provisions of AMC-M 600-12 and other pertinent regulations are applicable.

SUPERVISOR'S SIGNATURE

*This request may be submitted electronically.

Encl 2

Appendix C
Sample Credit Hour Request (Continuing Schedule)

OFFICE SYMBOL

DATE

MEMORANDUM FOR Supervisor

SUBJECT: Request for a Credit Hour Work Schedule

1. Under the provisions of the Credit Hour Program, request that I be authorized to work Monday – Thursday, 0700-1630/1730, in order to earn four (4)/eight (8) credit hours per week, for a total of eight (8)/16 credit hours earned each pay period. My Friday schedule will be 0700-1530. I understand that I can not accumulate more than 24 credit hours.
2. I also request that I be authorized to use my earned credit hours every/every other (specify a day) each week/pay period.
3. I understand that if this request is approved, my schedule may be adjusted to meet specific operations requirements as may be deemed necessary.

EMPLOYEE'S SIGNATURE

OFFICE SYMBOL

FOR EMPLOYEE

1. _____ Approved.
_____ Disapproved, please make arrangements to discuss with me.
2. All of the provisions of AMC-M 600-12 and other pertinent regulations are applicable.

SUPERVISOR'S SIGNATURE

*This request may be submitted electronically.

Encl 2

Appendix D
Credit Hours Daily Sign/In/Sign Out

AMC-M 600-12

ORGANIZATION:	DATE:
---------------	-------

EMPLOYEE NAME	SCHLD TIME	HRS	TIME IN	EMPLOYEE SIGNATURE	TIME OUT	EMPLOYEE SIGNATURE

REMARKS:

ORGANIZATION:	DATE:
---------------	-------

EMPLOYEE NAME	SCHLD TIME	HRS	TIME IN	EMPLOYEE SIGNATURE	TIME OUT	EMPLOYEE SIGNATURE

REMARKS:
